REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

JOB NUMBER

NI-AV-97-20

DATE RECEIVED

11-12-97

TO: National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, MD 20740-6001

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

1. FROM (Agency or establishment)
U.S. Army

2. MAJOR SUBDIVISION
U.S. Total Army Personnel Command

3. MINOR SUBDIVISION
Records Management Program Division

4. NAME OF PERSON WITH WHOM TO CONFER
Eve G. Roberts

5. TELEPHONE
703-806-4389

DATE 1/14/98   **ARCHIVIST OF THE UNITED STATES**

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached __1__ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE
5 Nov 97

SIGNATURE OF AGENCY REPRESENTATIVE
HOWARD N. GREENHALGH

TITLE
Chief, Records Management Program Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>OFFICE TEMPORARY DUTY TRAVEL FILES</u>		
1	FN: 1hh TITLE: Office Temporary Duty Travel PRIVACY ACT: A0037-1076bSAFM DESCRIPTION: Requests and authorizations for office personnel for temporary duty (TDY) and related documents. DISPOSITION: Destroy after 1 year. ADD: FOR CHIEF, ARMY RESERVE: Destroy 1 year after transfer or separation of the Chief, Army Reserve.	NN-166-204	

115-109   NSN 7540-00-634-4064   PREVIOUS EDITION NOT USABLE

Copy to Agency

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

FEB - 5 1998